



## **POSITION DESCRIPTION CHAIR OF THE AUDIT COMMITTEE**

### **1. General**

#### **A. Purpose**

This position description describes the appointment, role and responsibilities of the chair (the "Chair") of the audit committee (the "Committee") of the board of trustees (the "Board") of Slate Office REIT (the "REIT").

#### **B. Governing Statute and Articles**

This position description is subject to and shall be interpreted in a manner consistent with the REIT's Declaration of Trust and any other applicable legislation, all as may be amended from time to time.

#### **C. Charter**

This position description should be read together with the written charter of the Committee, as such charter may be amended from time to time.

### **2. Committee Chair**

#### **A. Board to Appoint Chair**

The Board shall appoint the Chair from the members of the Committee (or if it fails to do so, the members of the Committee shall appoint the Chair of the Committee from among its members).

#### **B. Chair to be Appointed Annually**

The designation of the Committee's Chair shall take place annually at the first meeting of the Board after a meeting of the unitholders at which trustees of the Board are elected, provided that if the designation of Chair is not so made, the trustee of the Board who is then serving as Chair shall continue as Chair until his or her successor is appointed.

#### **C. Remuneration**

The Chair shall receive such remuneration as the Board may determine from time to time.

### **3. Responsibilities**

#### **A. Committee Leadership**

The Chair will provide leadership to the Committee in discharging its mandate as set out in the Committee charter, including by:

- (a) promoting a thorough understanding by members of the Committee, management, the REIT's internal financial personnel and the REIT's external auditor of:
  - (i) the duties and responsibilities of the Committee; and
  - (ii) the relationship between the Committee and each of the REIT's:

- (A) management
- (B) internal financial personnel; and
- (C) external auditor, and

(b) promoting cohesiveness among members of the Committee.

#### **B. Liaison between the Committee and Management**

The Chair shall be the liaison between the Committee and each of the external manager, the REIT's management team, the internal financial personnel and the external auditor, promoting open and constructive discussions between members of the Committee and each of these parties.

#### **C. Information Flow**

The Chair shall promote the proper flow of information to the Committee to keep the Committee fully apprised of all matters which are material to the REIT at all times.

#### **D. Meetings of the Committee**

In connection with meetings of the Committee, the Chair shall be responsible for:

- (a) scheduling meetings of the Committee;
- (b) organizing and presenting the agenda for Committee meetings such that:
  - (i) all of the responsibilities assigned to the Committee under the terms of the Committee charter are discharged on a timely and diligent basis; and
  - (ii) members of the Committee have input into the agendas,
- (c) monitoring the adequacy of materials provided to the Committee by management in connection with the Committee's deliberations;
- (d) ensuring that the Committee has sufficient time to review the materials provided to it and to fully discuss the business that comes before the Committee;
- (e) presiding over meetings of the Committee; and
- (f) presiding over *in camera* meetings of the Committee.

#### **E. Reporting to the Board**

The Chair shall report to the Board on the activities of the Committee as contemplated in the Committee charter.

#### **F. Performance Evaluation**

The Chair shall coordinate the process established by the Board for assessing the performance of the Committee.

#### **G. Position Description Review**

The Committee shall review and assess the adequacy of this description as required from time to time and recommend to the Board any changes it deems appropriate.

#### **H. Other**

The Chair shall perform such other functions:

- (a) as may be ancillary to the duties and responsibilities described above; and
- (b) as may be delegated to the Chair by the Committee or the Board from time to time.